

FSC-56-A	3/11/97	
SUBJECT: E-Mail and RJR's Litigation Efforts		
DISTRIBUTION:		
<input checked="" type="checkbox"/> AVP	<input checked="" type="checkbox"/> KAM	DM
<input checked="" type="checkbox"/> RSM	<input checked="" type="checkbox"/> AM	RM
<input checked="" type="checkbox"/> RBM	<input checked="" type="checkbox"/> AE	Sales Rep
<input checked="" type="checkbox"/> ROM		Retail Rep

The beginning message when you open your e-mail program is a message from the RJR Law Department. It is asking you to send any e-mail messages that may be important to RJR's litigation efforts to RETAIN.

RETAIN is a "holding place" for e-mail that might pertain to RJR's legal cases. The Law department reviews the e-mail in RETAIN and keeps the messages that are relevant. This helps the Law department respond quickly and accurately if a court orders RJR to submit e-mail documents for a case.

What kinds of e-mail should be sent to RETAIN?

The Law department has published a list of **keywords** and **general content areas** that are important to RJR's legal cases. Any e-mail that contains these keywords or subjects should be sent to RETAIN! Following are instructions for viewing this information:

If you are a remote laptop user:

1. Go to Help Topics.
2. Choose HELP - Retain Keywords.
3. Click Litigation Keywords and Litigation Content Areas.

If you are in an ROU:

1. Go to the RJRT intranet home page.
2. From Company-Wide Information choose Litigation - Document Requirements.
3. Choose Retain Keywords & Content Areas.

How do I send e-mail to RETAIN?

Sending e-mail to RETAIN is like sending it to any e-mail recipient.

If you use RemoteWare Mail:

- When you **create** a message that should go to RETAIN, choose RETAIN from the address list and mark the CC option.
- When you **receive** a message that should go to RETAIN, click the Forward button; choose RETAIN from the address list and mark the To option.

If you use MicroSoft Mail:

- When you **create** a message that should go to RETAIN, type RETAIN in the Cc field.
- When you **receive** a message that should go to RETAIN, click the Forward button; type RETAIN in the To field.

Program Contacts: Your Manager
 Ron Bianchi, Law Department, extension #0670
 Tom McKim, Law Department, extension #3348

R. J. REYNOLDS TOBACCO COMPANY

51861 4818

To: Noonan, R, Myers, Keith, Ridge, Robert, Burrows, Robert, Westenberger, R, Jurgensen, Kurt T., Leonard, John M., Norris, Chuck H., Rush, Sarah, Macleod, Stephen, Eckardt, Diane C., Campbell, Judy, Derose, Darren
From: 1610 - Buffalo ROU (BRZEZIE)
Posted: 3/13/97 8:04
Opened: 3/14/97 13:25
Subject: FWRD: FSC-56-A 3-12-97 E-Mail & RJR's L

FORWARDING THE FOLLOWING.....

===== <Forwarded Letter> =====

From: Davis, Carla C.
To: 1610
Subject: FSC-56-A 3-12-97 E-Mail & RJR's Litigat
Posted: 03/12/97 19:13
Priority: Normal

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